

# 2018 COMMUNITY ASSISTANCE PROGRAM

## Guidelines for Applicants



### 1. OBJECTIVE

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The Blue Mountains City Council distributes funds under the Community Assistance Program to not for profit community organisations. The Program recognises the contribution that community organisations make to the quality of life and well being of the local community. The program assists community organisations to provide a diverse range of activities and services to meet the changing needs of local residents. The Council's contribution to these community organisations builds on and enhances their capacity to provide local activities and services.

### 2. FUNDING CRITERIA

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So that funding is allocated in the most equitable and effective way possible, the following criteria apply:

- 2.1 Not for profit, incorporated organisations can only submit one application per year except as detailed in clause 2.2 of the Community Assistance Program Guidelines.
- 2.2 Not for profit, incorporated organisations, holding an ABN, are eligible to submit one application in each funding round. Organisations identified as Level 1 or Level 2 Key Community Organisations as detailed in clause 2.9, may submit an application for multiple projects up to their funding cap. These should be detailed on the one application form. This clause also relates to the auspicings of proposals of unincorporated organisations by Level 1 and Level 2 key organisations.
- 2.3 All not for profit organisations applying to the Community Assistance Program must be incorporated and hold a valid ABN. If the Organisation is auspicings, the auspicings organisation must also be incorporated and hold a valid ABN. If successful in receiving funds under this program, payment will be made to the entity name registered to the ABN.
- 2.4 Applications must address the objectives of the program and comply with the Community Assistance Program Guidelines.
- 2.5 Proposals that address Access and Equity principles will be given priority.
- 2.6 Applications for funding must be for specific projects and activities and or/equipment.
- 2.7 Funding must be expended within twelve (12) months from the time the successful applicants have been notified.
- 2.8 The following organisations are eligible and ineligible for funding:

ELIGIBLE	INELIGIBLE
<ul style="list-style-type: none"><li>▪ Non-profit incorporated organisations, holding a ABN, within the Blue Mountains Local Government Area</li><li>▪ Organisations that are based outside the Local Government Area, but have a local outreach arm and presence in the Blue Mountains</li><li>▪ Projects which meet the objective of the program and organisations that comply with the guidelines.</li><li>▪ Funds must be spent within the Blue Mountains City Council Local Government Area.</li></ul>	<ul style="list-style-type: none"><li>▪ Unincorporated organisations.</li><li>▪ Incorporated organisations not holding an ABN</li><li>▪ Schools and organisations primarily associated with a school, including P&amp;C Associations</li><li>▪ Private organisations</li><li>▪ Individuals</li><li>▪ For Profit organisations</li><li>▪ Proposals that do not demonstrate a need or ensure access to residents of the Blue Mountains</li><li>▪ State and Federal government departments and agencies</li><li>▪ Proposals that relate to permanent fixtures or</li></ul>

	<p>maintenance or upgrades of the Council's facilities or buildings (including sports grounds, parks, gardens, halls, etc)</p> <ul style="list-style-type: none"> <li>▪ Requests for funding for retrospective proposals</li> <li>▪ Organisations based outside the Blue Mountains Local Government Area, unless organisations that are based outside the Local Government Area, have a local outreach arm and presence in the Blue Mountains</li> <li>▪ Projects that primarily benefit community groups /organisations or residents outside of the Blue Mountains</li> <li>▪ Contributions to Fundraisers</li> <li>▪ Blue Mountains City Band which receives a special funding allocation</li> <li>▪ Advisory Committees of Council</li> </ul>
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2.9 The following organisations have been designated as Key Community Organisations which reflects their important role in the provision of a diverse range of community services. These organisations must submit a detailed application to be eligible for the following amounts of funding.

**Level 1 – Eligible for funding up to \$1,750**

Blackheath Area Neighbourhood Centre  
Katoomba Neighbourhood Centre  
Mid Mountains Neighbourhood centre  
Winmalee Neighbourhood Centre  
Springwood Neighbourhood Centre  
Lower Mountains Neighbourhood Centre  
Mountains Community Resource Network  
Mountains Outreach Community Services  
Mountains Youth Services Team  
Blue Mountains Aboriginal Cultural and Resource Centre  
Connect Child & Family Services

**Level 2- Eligible for funding up to \$1,000**

Blue Mountains Family Support Service  
Gateway Family Services  
Mt Victoria Community Association

- 2.10 Blue Mountains City Band is eligible to apply for funding of \$5,000 and are ineligible to submit another application through this program.
- 2.11 Blue Mountains Family Support Service and Gateway Family Services each are eligible to apply for \$2,750 to support their Christmas Emergency Relief Programs. In addition these organisations are eligible to apply for \$1,000 through the annual Community Assistance Program.
- 2.12 Requests for funding can be made up to a maximum of \$1,000, this excludes the organisations listed above as key organisations Level 1 which are eligible to apply for up to \$1,750 and key organisations Level 2 which are eligible to apply for up to \$1,000.
- 2.13 Funding through the Community Assistance Program is not recurrent and an application must be made to each year's program which is reflective of the changing needs of the community.
- 2.14 All funding awarded by the Council is made on the assumption of honest and full disclosure of information. Evidence of any breach of this trust will make the funding null and void in which case any funds paid under the Community Assistance Program may be returned to the Council.

### **3. PROCEDURES**

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- 3.1 An application form must be completed each year, including the Key Community Organisations listed above.
- 3.2 If a group wishing to apply for funding is NOT incorporated, it MUST be auspiced by an incorporated organisation on its behalf.
- 3.3 Applications WILL NOT BE CONSIDERED if:
  - 3.3.1 Application form is not completed in full
  - 3.3.2 Not submitted on the correct application form
  - 3.3.3 Received LATER than the closing date
  - 3.3.4 The Organisation does not hold an ABN.
- 3.4 Closing date for submission of applications for the 2018 Community Assistance Program is 5pm on Monday 9 April 2018.**
- 3.5 Applications should be submitted to the Blue Mountains City Council offices at Katoomba or Springwood; or via mail to Locked Bag 1005, Katoomba NSW 2780 by the closing date.
- 3.6 Please contact Council's Community & Economic Project Officer on extension 5631, should you have any questions.

### **4. EVALUATION PROCESS**

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This funding evaluation process will be adhered to:

- 4.1 All information provided will be treated as confidential.
- 4.2 In the first instance applications will be processed for eligibility in accordance with these guidelines.
- 4.3 The Council's Community Assistance Program Advisory Committee will consider applications and make recommendations to the Council.
- 4.4 A report will be submitted to the Council with the recommendations of the Community Assistance Program Advisory Committee for its determination.

### **5. FUNDING AGREEMENTS AND ACCOUNTABILITY**

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- 5.1 All projects successful in receiving funding will be required to submit an Evaluation report. All organisations that have previously received funding must submit a report upon completion of the project. Blue Mountains City Council will not consider further applications until an Evaluation report on previously funded projects has been received.

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**Access and Equity** activities or strategies are those that benefit both the broader community and/or particular target groups and help to:

- Promote fairness in the distribution of resources, particularly for those most in need;
  - Recognise and promote people's rights and improve the accountability of decision makers;
  - Ensure people have fairer access to the resources and services essential to meeting their needs and improving their quality of life;
  - Give people better opportunities for genuine participation and consultation about decisions affecting their lives.
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